

From the Nevada State Democratic Party Bylaws

Article III, Section 6, Bylaw: **E. Officers and their Duties**

- i. The **Chair** of the Nevada State Democratic Party shall:
 - a. *Be the Chief Executive Officer of the NSDP and preside at all meetings of the SCC and its E-Board;*
 - b. *Be an active participant in party fundraising;*
 - c. *Be charged with the responsibility for implementing all policies of the SCC;*
 - d. *Make the call for the State Convention and meetings of the SCC and its E-Board pursuant to Charter and Bylaws;*
 - e. *Provide a provisional agenda for all meetings of the SCC and its E-Board;*
 - f. *Except as otherwise provided in these Bylaws, appoint the chairs of standing and special committees of the SCC;*
 - g. *Appoint legal counsel for the NSDP and, except as otherwise provided in these Bylaws, such other professionals and consultants as may be required from time to time to act for the Party. Such appointments must be confirmed by a majority vote of the E-Board;*
 - h. *Appoint a Parliamentarian, Sergeants-at-Arms, Pages, Tellers, and any other individuals as may be necessary for the efficient and fair administration of SCC meetings;*
 - i. *Be the Authorized Spokesperson for the NSDP;*
 - j. *Be an ex-officio voting member of all committees of the SCC, except the Rules and Bylaws Committee;*
 - k. *Appoint non-voting members to the E-Board pursuant to the State Charter;*
 - l. *Serve as a representative of the NSDP on the Democratic National Committee (DNC);*
 - m. *Make monthly written reports to the E-Board on the state of the party;*
 - n. *Perform such other duties as the SCC or E-Board may confer upon, or require of, the Chair.*
- ii. The **First Vice-Chair** of the Nevada State Democratic Party shall:
 - a. *Be from a different county and congressional district than the Chair;*
 - b. *In the absence of the Chair, or in the event of a vacancy in that office or the disability of the incumbent, perform the duties of the Chair;*
 - c. *Be an active participant in party fundraising and Chair the Fundraising*

Committee;

- d. Develop and maintain personnel policies committees;*
- e. Implement processes that ensure the deposit and disbursement of the funds and committee chair job descriptions;*
- f. Serve as a representative of the NSDP on the DNC if not prohibited by the DNC Charter and Bylaws. If prohibited or unable to serve, the duties of representation of the NSDP on the DNC shall be performed by the Second Vice-Chair or, if prohibited or unable to serve, the Chair shall nominate an elected member of the E-Board or, if all are also prohibited, a member of the SCC to serve, subject to confirmation by the SCC;*
- g. Perform such additional duties as the Chair, the SCC or its E-Board shall delegate to the First Vice-Chair.*

*iii. The **Second Vice-Chair** of the Nevada State Democratic Party shall:*

- a. In the absence of the First Vice-Chair, or in the event of a vacancy in that office or the disability of the incumbent perform the duties of the First Vice-Chair;*
- b. Be an active participant in party fundraising;*
- c. Perform such additional duties as the Chair, the SCC or its E-Board shall delegate to the Second Vice-Chair.*

*iv. The **Secretary** of the NSDP shall:*

- a. Record and prepare the minutes of all meetings of the SCC, its E-Board and the State Convention. Minutes shall be disseminated to the appropriate committee, in a timely manner, after the conclusion of the meeting;*
- b. Ensure the official roster of members of the SCC is maintained, and provide notification to the County Chairs of the attendance and status of each of its SCC members prior to each SCC meeting;*
- c. Ensure that any adopted changes or amendments to the State Charter or these Bylaws are duly recorded and preserved;*
- d. Keep all records of the SCC and perform such other duties as the SCC, or its E-Board may from time to time delegate;*
- e. Make these reports available for review by all members of the SCC, either in response to a reasonable request or by maintaining records at a secure online accessible site.*

v. The **Treasurer** of the NSDP shall:

- a. *Maintain the financial records of the SCC and all committees, and be responsible for the accurate and timely filing of all reports required by public disclosure or regulatory authorities;*
- b. *Be the custodian of all funds and securities of the SCC and all committees;*
- c. *Implement processes that ensure deposit and disbursement of the funds of the SCC pursuant to the current budget, policies and procedures adopted by the SCC and/or its E-Board;*
- d. *Prepare and distribute a detailed written quarterly financial report (to include a statement of income and expenses along with an accrual-basis balance sheet) prior to each meeting of the SCC;*
- e. *Chair the Budget and Finance Committee;*
- f. *Perform such other duties as the Chair, the SCC or its E-Board may from time to time delegate.*